



RADIO LOGS

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I. POLICY

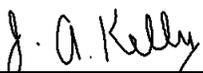
The FED office radio base operator will maintain records of all radio transmissions.

The FED base operator will note the following on each transmission call into the Annapolis office:

- Date
- Time of transmission
- To or/from the base station
- Type of transmission (police radio, Nextel, telephone)
- Unit number of employee
- Activity/location of employee
- Operator taking transmission
- Any remarks necessary.

All FED radio logs shall be maintained for one fiscal year after the end of the fiscal year during which the log was completed.

- II. CANCELLATION: None.**



Jeffrey A. Kelly, Director